

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
PUBLIC SAFETY DISPATCHER TRAINEE
(CONTINUOUS RECRUITMENT)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Salary: **STARTING SALARY:** CL14 \$39,061.00 **STARTING SALARY:** CL17 \$44,845.00
Public Safety Dispatcher Trainee (1 year) Public Safety Dispatcher

Closing Date: **Friday, June 29, 2012**

The Department of Emergency Services and Public Protection is currently accepting applications for Public Safety Dispatcher Trainee. This class is accountable for receiving on-the-job training in providing a communications link between law enforcement, emergency services and the general public. Knowledge of CAD-RMS is preferred.

Eligibility Requirement:

Although this job classification does not require an examination please note the General Experience for basic qualifications.

Knowledge, Skills and Abilities:

Some knowledge of and ability to operate communications equipment; knowledge of basic first aid and safety procedures; interpersonal skills; computer keyboarding skills; ability to think and act quickly in emergency situations with judgment and discretion; ability to speak proper English and to enunciate clearly; ability to follow oral and written instruction; ability to exercise discretion in handling confidential information; ability to maintain manual and electronic records.

General Experience:

One (1) year of experience in the dispatching of emergency vehicles and responding to 911 calls.

Special Requirement:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class must receive certification as a Telecommunicator within three (3) months of appointment.
3. Incumbents in this class must receive certification in NCIC and COLLECT systems within three (3) months of appointment.
4. Incumbents in this class must possess a high school diploma or certification of having passed the General Educational Development (GED) examination.

Character Requirement:

In addition to the checking of references and facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for permanent appointment.

Restriction:

This class is established to permit the agency to recruit and train employees for the class of Public Safety Dispatcher. An employee may be appointed to this class for a period not to exceed one (1) year.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by * **Friday, June 29, 2012** to:

**Department of Emergency Services & Public Protection
Attn: Human Resources
1111 Country Club Road
Middletown, CT 06457-9294
Fax: (860) 685-8356**

*Incomplete or late application packages will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail or e-mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks if required. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer.